

# **NARA 99-4 Revisited**

**National Labor  
Relations Board**

**Records Management Section**



# NLRB & Records Management

- **Small agency**
- **One major mission**
- **Good records management program**
- **Legal case files the principal records**
- **Select cases**
- **Case handling process- is being automated**
  - **Roll-out is under way**



# **NLRB Files Maintenance and Records Disposition Handbook**

- **All Agency records have been scheduled well over the years**
- **Disposition Appendix is arranged by subject chapters**
- **Comprehensive schedules using a chapter by chapter topical organization**
- **Systems scheduled individually**
- **Use GRS 20 for office automation records**

# Our Approach to Rescheduling!

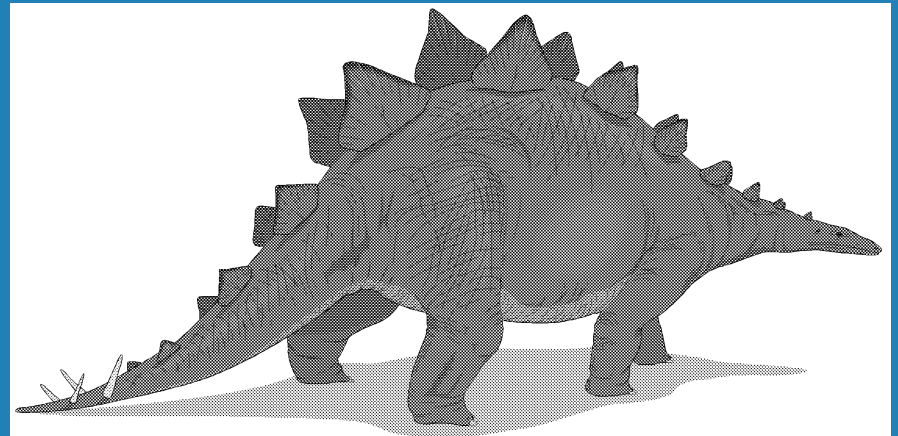


- **99-4 required it**
- **Appellate Court ruling**
- **Where NLRB was**
- **What we are doing now**
- **We will continue**

# NLRB RM Prior to 99-4

- GRS 20 for office automation
- No real analysis of office automation records
- Dated schedules

# DINOSAUR TIMES



# 99-4 Revisited

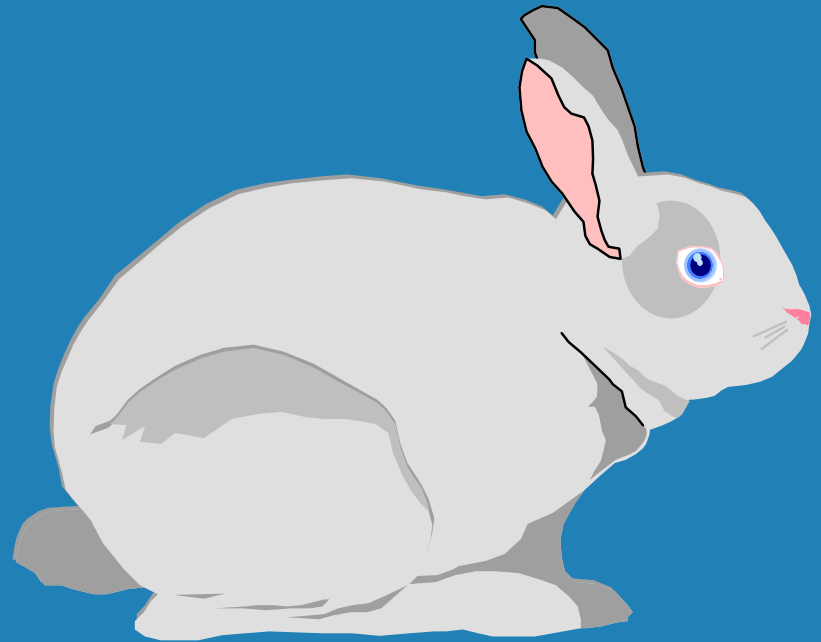
**NEW MILLENNIUM - Y2K**



- **Rescheduling our electronic records - slower**
- **Internal concurrences**
- **Schedules to NARA**
- **GRS 20 going away - slower**

# Had Already Started Work On the Scheduling

- Like medicine - go ahead and swallow it
- It was an opportunity to review our schedules
- Wanted to address Privacy Act Systems
- NARA has said that
  - GRS 20 is not the long-term answer
  - Bulletin 98-2 in Effect
- Go ahead and do it now

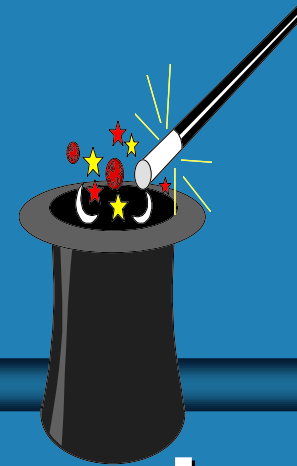


# **Our Approach**

- **Many Thanks to Richard Marcus**
- **Took the approach of Option 2 from 99-4**
- **Actually easy to do for an agency**
  - **Of our size**
  - **With an up-to-date manual**
  - **With no RMA in place**
  - **With a a strong manual records program**



# It's This Simple!



- Reviewed our schedules - no business need to keep e-mail and wordprocessing
- Reviewed our IT base - no useful way to keep them that would add value
- Developed **(really borrowed)** wording from NARA's proposed schedules
- One entry per manual chapter

# Here Is the Proposed Wording

---

- **Electronic Mail and Word Processing System Copies**
- **Handouts**

# **NLRB's Response to NARA 99-4**

- **Began to think seriously about this in late July - before the Appellate Court decision**
- **At the same time, reviewing and writing a new schedule for all NLRB records**
- **Still a very important thing to do even if we are not under the gun**
- **Working to schedule our CATS System**

9/28/99

# **Status of Our Rescheduling Program - Major Goals**

- **Now scheduling e-mail and wp for NLRB records previously scheduled in hard copy**
- **Schedules written by September 1, 1999, chapter by chapter**
- **Schedules approved internally by October 30, 1999**
- **Schedules to NARA by November 15, 1999**

9/28/99